

OLYMPIA
Classification

REPORTS INVENTORY FORM 3 : CIA-RDP75-00399R000100140171-3

CONTROL NO.

PREPARE IN DUPLICATE

DDO/OTR/155 - 44

1. TITLE OF REPORT (if a fill-in report include Form No.)

2. TYPE
OF
REPORTSTATISTICAL
NARRATIVE

XX MACHINE-NAME LISTING

Information Science Training-On Duty Employees - Only

3. FUNCTIONAL AREA

PERSONNEL
LOGISTICS
MEDICALXX TRAINING
SECURITY
FINANCEADMIN. GENERAL
OTHER (specify)

4. NO. OF COPIES PREPARED

12

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Annual

6. DISTRIBUTION (No. of components not
number of copies)
127. FORMAT (memorandum, form
computer print-out, etc.)

Computer print-out

8. ADP PROCESSING

XX YES IF YES GIVE ADP PROCESSING NO.
NO 606C

9. DIRECTIVE AUTHORITY REQUIRING REPORT

Att. B IHC-D-113.5/9 20 May 69

10. PREPARING COMPONENT (include lowest level
contributing information to report)OCS
OTR/ISS/AIR11. FEEDER REPORTS (State total number and identify by Title,
Form No., or nomenclature. Attach separate sheet if necessary.)
None
(Form 136,
Form 1961)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X HOURS PER REPORT	=	COST PER REPORT	X TIMES PREPARED	=	COST PER YEAR
	Same as 601A						

B. COSTS OF COMPUTER PRODUCED REPORTS

11 pages x 12 x 5¢ per page =			\$6.60
TOTAL COSTS PER YEAR			\$6.60

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN,
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

14. FUTURE GOALS

OAL PROPOSED BY COMPONENT FOR THIS REPORT

XX RETAIN AS IS

 OTHER (explain)

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

0

0

CHANGE

DISCONTINUE

15. DATE OF INVENTORY

9 OCT 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

RM 70 142

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140171-3
Management Officer/OTR

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(22-36-43)